

Cheapside Primary School

Online Learning Journey – Parents’ Guide

Where do I start?

Thank you for providing an email address, we have now set up an account for you. You should have received an activation email which you need to open and follow the instructions to access your child’s learning journey. If you have not received an email please let us know.

Changing your settings

On the computer

At the top right of your screen you will see your name, and selecting this will give you the option to ‘Edit Preferences’. Choose this option and you will be presented with a screen giving you the option to change your email address and password. You also have the option to receive an email whenever a new observation is added to your child’s Learning Journey – just tick or untick the relevant box if you would like to change this setting.

On iphone/ipad

To change your settings on the iphone/ipad app, click the 'cog' button on the bottom right hand side of the application. This enables you to change password and/or email address.

Viewing your child’s Learning Journey

Once logged in, you will see your child’s observations on your home screen in a list – selecting any one of these will open up the observation for you to look at. You may add comments in the box at the bottom of the observation if you would like to - and we would love to receive such comments! We will begin to add observations to your child’s learning journey from today. Observations are added regularly but won’t be on a daily basis.

Adding an entry to your child’s Learning Journey

Each week we will be sending home a newsletter with a home learning task. We would really like it if you could observe and comment on how your child got on with the task and add this to your child’s learning journey. To do this please follow the instructions below.

Choose the ‘Add Observation’ option (or the 'plus' icon on your iphone/ipad) and add the relevant information in the boxes on screen. Photos and videos may be uploaded by choosing the ‘add media’ option. When you have saved your observation, you may go back to the home screen at any time by choosing ‘home’.

We would also welcome any other observations that you make at any point, especially if you notice your child doing something for the first time!

If you have any problems or difficulties or simply require some help to access Tapestry then please come and speak to us. We are more than happy to run through the process with you personally.

Happy Viewing!

